

MEMORANDUM

JOB VACANCY NOTICE

Posting Date:	September 14, 2015	Closing Date:	Open Until Filled
State Job Title:	Deputy Clerk III	FLSA Status:	Admin-Exempt
Agency Job Title:	Deputy Clerk III	Location:	Austin, TX
Salary Range	\$34,000	Type of Job:	Full Time
Contact Person:	Abel Acosta, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551		
Job Description:	See attached description.		

There is a vacancy in the Court of Criminal Appeals for a Deputy Clerk.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should send a letter and a [State employment job application form](#) to the office of Abel Acosta, Clerk of the Court, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711. Personal interviews will be conducted only upon invitation by the Court.

GENERAL DESCRIPTION

Performs entry-level appellate work. Work involves maintaining records; and filing, tracking, and managing cases filed in an appellate court. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Answering phone calls, routing incoming calls, taking messages, greeting visitors and directing

them to the appropriate staff. May interpret and explain rules, regulations, policies and procedures and answer general questions. Review and route mail.
Receives, files, and processes cases on appeal from lower courts and original proceedings. Sends court notices to appropriate parties. Certifies records for use in other courts. Maintains files. May assist in maintaining dockets or calendar system for tracking and managing cases. May assist in processing appeals. Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in clerical and receptionist work.
Graduation from a standard senior high school.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in using a personal computer and office equipment.
Ability to communicate effectively, to greet and direct visitors to appropriate staff.
Able to lift heavy boxes.
Must know and have experience in Microsoft Word and WordPerfect.
Ability to learn case management computer system.
Must be able to work from 8:00 a.m. until 5:00 p.m. each day of the week.

Supervisory Experience Required No

Pay Between \$34,000.00 / YR and \$34,000.00 / YR

Shift Days (First) **Duration** Regular

Workweek Full Time - 30 hours or more per week

Benefits

- Medical/Health Insurance Plan
- Other Insurance Plans
- Other Paid Leave
- Pre-Tax Programs for Child and Health Care
- Retirement Plan
- Sick Leave
- Vacation Leave

Additional Requirements

Basic Computer Skills

- EMail Software (Outlook, Thunderbird, etc)

- Peripheral Devices (Scanners, Printers, etc)
- Personal Computers
- Spreadsheet Software (Calc, Excel, etc)
- Word Processing Software (Word, WordPerfect, etc)